

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit System Development Division of Engineering 2200 Peachtree Summit 401 West Peachtree St. Atlanta, GA		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed APR 24 1978      78-82      MAY - 3 1978	
		1. Application	2. Dept. Application No.
4. Person to Contact Naima Washington	5. Working Title Secretary	6. Telephone Number 586-5043	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest July 76      Present	9. Records Series Title (followed by title used in office, if different) Project Management General Correspondence File		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Engineering is responsible for managing those work programs of the General Engineering Consultant and other appropriate technical consultants related to the design of facilities and related equipment by 1) monitoring progress, reviewing and approving the development of criteria and accomplishment of the design performed and 2) monitoring the preparation of, reviewing and approving specifications and Construction Cost estimates including the Engineer's Estimate. 3) Monitoring the administration of Architectural and Engineering Professional Service Contracts.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The daily administration and on-going activities of the Project Management Section of the Division. Included are: MIMS, letters, (internal) correspondence to outside agencies, general housekeeping files, minutes of meetings, and procedures  File is arranged: Alphabetically by subject, thereunder by date.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old      20      ; Seven to twelve months old      10      ; Thirteen to twenty-four months old      0      ; twenty-five months and older      0      ?			
13. Annual Rate of Accumulation of Records Letter-size drawers      ; Legal-size drawers      ; Shelves      ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
	<input checked="" type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
	<input checked="" type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	<input checked="" type="checkbox"/>	c. Is this a vital record?
	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input checked="" type="checkbox"/>		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	<input checked="" type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

#### 15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |  |
|--------------------------|--------------|-----------------------------------|--|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.                                     |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.                                     |
| c. Federal law           | _____ years. | f. Federal retention instructions | <input checked="" type="checkbox"/> _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to ~~State~~ Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

For 3 years past project completion per  
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These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

#### 17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
<input checked="" type="checkbox"/>	James W. Gulland	4/12/78	<input checked="" type="checkbox"/>	Wayne C. Wunder	4/14/78
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
<input checked="" type="checkbox"/>	J. J. Fran	4/12/78	<input checked="" type="checkbox"/>	Pat Barth	4/14/78
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
<input checked="" type="checkbox"/>	James W. Gulland	4/12/78	<input checked="" type="checkbox"/>	Carole Hart	5/2/78
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
<input checked="" type="checkbox"/>	Deborah M. Han	4/14/78			